sifcore

Live online · Instructor-led



COURSE BROCHURE

Learn **live** from industry trainers.
Build **real skills**. Get **career support**.

SALESFORCE

Salesforce Admin Training Program

Become a Salesforce Administrator with hands-on training on a live Salesforce org, real projects and certification exam preparation. No coding background needed.

2311+	4.8 ★	50+	100%	ISO 9001	MSME
Students trained	Google rating	Courses	Live online	Certified	Registered

Course Overview

Salesforce is the world's most widely used CRM, and companies of every size need admins who can set it up, automate processes and keep data secure.

It is one of the fastest ways for a fresher or career switcher to enter the cloud industry. This course takes you from Salesforce basics to the Administrator exam, with live classes, practice on a real Salesforce org and career support from day one.

DURATION **6–8 weeks**	CURRICULUM **10 modules**	FORMAT **Live online, instructor-led**
BATCHES **Weekday and weekend**	LEVEL **Beginner to advanced**	CERTIFICATE **SifCore certificate**

What you will learn

- Understand Salesforce CRM and cloud concepts
- Build objects, fields and page layouts
- Create reports and dashboards for business teams
- Set up security and access control
- Manage users, profiles and roles
- Automate work with validation rules and Salesforce Flow
- Import, export and manage data safely
- Work with Sales Cloud and Service Cloud basics

SALESFORCE ADMIN TRAINING PROGRAM

9 in 1 Course

Everything you get when you join SifCore, in one course.

01

Training

Live online, instructor-led interactive sessions.

02

Projects

Hands-on projects for practical learning of the course.

03

Internship

Internship assistance to gain practical experience of what you learn.

04

Placement

Placement assistance for 1 year after successful course completion.

05

Certification

SifCore certificate plus guidance for the Salesforce Certified Platform Administrator exam.

06

E-learning access

LMS access with class recordings, study material, assessments and more.

07

Bootcamps

Regular bootcamps spread over the next 12 months.

08

Hackathons

Take part in SifCore hackathons and competitions, absolutely free.

09

Membership

1-year premium membership of SIFCORE ERP Academy with Salesforce Development course enrolment.

Who it's for

Who should join

- Fresh graduates looking for a high-growth IT career
- Working professionals who want to upskill or switch roles
- Business analysts and support teams working with CRM
- IT professionals expanding into cloud technologies

Career paths

- **Salesforce Administrator**
- **Salesforce Consultant**
- **CRM Analyst**
- **Business Analyst (Salesforce)**

SifCore LaunchPad: career support from day one

01	02	03	04	05
Learn	**Build**	**Practice**	**Prepare**	**Launch**
Live instructor-led classes	Real-world projects	Free batch repeat	Resume and LinkedIn makeover	Placement assistance
Class recordings and LMS access	Internship / project letter	SifCore certificate and exam guidance	Mock interviews with feedback	Alumni community and job updates

We provide placement assistance, not guaranteed placement. Jobs depend on your skills and interviews.

Learning & Career Benefits

Learning benefits

01 Learn Salesforce, one of the most widely used cloud-based CRM platforms.

02 Understand the Salesforce application end to end: page layouts, fields, tabs and business processes.

03 Keep data clean and secure, the key to a well-run Salesforce environment.

04 Build impactful reports and dashboards, and automate business processes with Flow.

05 Understand automated sales processes, customer service and marketing activities.

06 Prepare to excel in the Salesforce Certified Platform Administrator exam.

Career benefits

01 Unlock career opportunities that need specialised Salesforce skills.

02 Become eligible for roles that require hands-on CRM experience.

03 Tap into the growing demand for qualified Salesforce administrators.

04 Boost your chances of promotion by mastering in-demand skills.

05 Show your SifCore certificate, and your Salesforce credential once you pass the exam, on your resume and LinkedIn.

Learn it. Apply it. Grow with it.

Every module is practised on a real Salesforce org, so you build skills employers can see.

Course Curriculum

Phase 1 | Salesforce foundations · Modules 1–3

01 Salesforce CRM & cloud concepts

- Cloud computing basics: IaaS, PaaS and SaaS
- Salesforce overview, editions and licences
- Creating your free Salesforce Developer org
- Company profile, business hours, fiscal year and currencies
- Finding answers in Help & Training and Trailhead
- What CRM is and why businesses use it
- Multi-tenant architecture and seasonal releases
- Navigating Lightning Experience and Setup
- User interface and search settings

02 Users, profiles & roles

- Creating and managing users
- Profiles and permission sets
- Building the role hierarchy
- Freezing and deactivating users
- Delegated administration
- User licences and feature licences
- Permission set groups
- Login hours, IP ranges and password policies
- Troubleshooting user login issues

03 Objects, fields & page layouts

- Standard objects vs custom objects
- Lookup, master-detail and many-to-many relationships
- Page layouts and compact layouts
- Picklists and field dependencies
- Custom tabs and Lightning apps
- Field types, including formula and roll-up summary
- Junction objects and Schema Builder
- Record types and business processes
- Lightning App Builder: record, home and app pages

Course Curriculum

Phase 2 **Automation, reports & data** · Modules 4–7

04 Validation rules & automation

- Formula basics and common functions
- Cross-object formulas
- Approval processes
- Choosing the right automation tool
- Validation rules with real business examples
- Duplicate and matching rules
- Email administration, templates and alerts

05 Salesforce Flow automation

- Flow Builder overview
- Screen flows
- Variables, decisions, loops and collections
- Debugging and testing flows
- Record-triggered flows (before and after save)
- Scheduled and autolaunched flows
- Get, create, update and delete records
- Why Flow replaced workflow rules and Process Builder

06 Reports & dashboards

- Standard and custom report types
- Filters, groupings and bucket fields
- Charts and conditional highlighting
- Folders and sharing
- Adding dashboards to the Home page
- Tabular, summary, matrix and joined reports
- Summary and row-level formulas
- Dashboards and dynamic dashboards
- Print, export, schedule and email reports

07 Data import & export

- Planning a data migration and data quality
- Data Loader: insert, update, upsert, delete, export
- Mass transfer and mass delete
- Recycle Bin and recovering data
- Data Import Wizard
- External IDs and upserts
- Export, Export All and weekly backups

Course Curriculum

Phase 3 **Security, clouds & exam prep** · Modules 8–10

08 Security & access control

- The Salesforce security model
- Record access through the role hierarchy
- Account and opportunity teams
- Session settings, MFA and login history
- Organization-wide defaults
- Public groups, sharing rules and manual sharing
- Field-level security
- Health Check and Setup Audit Trail

09 Sales Cloud & Service Cloud basics

- Leads, accounts, contacts and opportunities
- Products, price books and quotes
- Cases, queues and case assignment rules
- Web-to-lead and web-to-case
- Chatter setup, groups and Chatter Free users
- Lead conversion and assignment rules
- Campaigns and sales processes
- Escalation and auto-response rules
- Service Console and Knowledge basics

10 Salesforce Administrator exam preparation

- Walkthrough of the exam topics
- Scenario-based problem solving
- How to register and book the exam
- Practice questions and revision sessions
- Trailhead trails for self-practice
- Salesforce Admin interview questions

Hands-on on a live Salesforce org

Practise every module on a real Salesforce org and apply what you learn in each phase to practical projects you can show in interviews.

Tools & Technologies

The tools you will use hands-on throughout the course.

- **Salesforce Lightning**
- **Salesforce Flow**
- **Reports & Dashboards**
- **Data Import Wizard**
- **Data Loader**
- **Sales Cloud**
- **Service Cloud**
- **Trailhead**

Real projects

Apply each phase to a practical project you can show in interviews.

Industry trainers

Learn live from trainers with real Salesforce experience.

Career support

Resume, LinkedIn, mock interviews and placement assistance.

Hands-on on a live Salesforce org

Practise every module on a real Salesforce org and apply what you learn in each phase to practical projects you can show in interviews.

SALESFORCE ADMIN TRAINING PROGRAM

Learning Journey

Your phase-by-phase path from Salesforce basics to your first Salesforce role.

1

Phase 1: Salesforce foundations (Modules 1–3)

Salesforce CRM & cloud concepts · Users, profiles & roles · Objects, fields & page layouts

2

Phase 2: Automation, reports & data (Modules 4–7)

Validation rules & automation · Salesforce Flow automation · Reports & dashboards · Data import & export

3

Phase 3: Security, clouds & exam prep (Modules 8–10)

Security & access control · Sales Cloud & Service Cloud basics · Salesforce Administrator exam preparation

4

Career launch (SifCore LaunchPad)

Resume and LinkedIn makeover · Mock interviews with feedback · Placement assistance and job updates

Start your journey with a free live demo class.

Meet the trainer, see how classes work and get a personalised plan from our counsellor.

TRAINING CERTIFICATION

Earn your certificate

Complete the course and get your SifCore certificate, ready to add to your resume and LinkedIn profile.



SifCore course certificate

Awarded when you successfully complete the course. Each certificate carries a unique certificate number.

Certification exam guidance

Our trainers guide you on preparing for the official exam. Exams are booked and paid for directly with the certifying body.

Salesforce Certified Administrator

STUDENT REVIEWS

What our students say

4.8 ★★★★★
Based on 61 Google reviews

Read all reviews on
Google · SifCore

SH **Shruti Harshit**
Career switcher · now in a Salesforce role

★★★★★

I was looking for a career change and joined SIFCORE to learn Salesforce. The course gave me a good technical foundation, and the career team helped me prepare for interviews. I have now started my new role in Salesforce.

RK **Rakesh Kumar**
Salesforce Admin student

★★★★★

I completed the Salesforce Admin course from Sifcore Institute under the guidance of Monali Ma'am and had an excellent experience. She explained every concept clearly with real-time examples, and the hands-on practice sessions made learning very practical. Her support and guidance for Salesforce certification preparation were also very helpful.

HS **Himanshu Singh**
Salesforce Admin student

★★★★★

I completed the Salesforce Admin training, and it was a great experience. The course was well-structured with hands-on practice, including working on a real Salesforce org, which helped build practical understanding. The trainer explained concepts clearly. Highly recommended for beginners.

RK **Rajesh Kumar**
Salesforce Admin student

★★★★★

Sifcore institute offers an excellent Salesforce admin course with clear teaching, practical hands-on sessions, and strong support. The trainers explain concepts simply, the portal is smooth to use, and the course covers all important admin topics. A great choice for beginners looking to start a career in Salesforce.

QUESTIONS

Frequently asked questions

How long is the Salesforce Admin course?

The course runs for 6–8 weeks, with weekday and weekend batches so you can learn alongside college or work.

Do I need any prior experience?

No. The course starts from Salesforce basics and needs no coding. Book a free demo and the trainer will guide you on the right starting point.

Are the classes live or recorded?

All classes are live and online with a trainer. You also get class recordings and LMS access, so you can revise any session.

What if I miss a class?

You can watch the class recording, and with SifCore LaunchPad you can repeat the batch free of cost.

Which certification does this course prepare me for?

You get guidance for the Salesforce Certified Administrator exam. These exams are booked and paid for directly with Salesforce. You also receive a SifCore course completion certificate.

Do you guarantee a job after the course?

No. We provide placement assistance, including resume and LinkedIn support, mock interviews and job updates, but we do not guarantee placement. Jobs depend on your skills and interviews.

What are the course fees?

Fees depend on the batch and any current offer. Book a free demo or WhatsApp us for the latest fees.

Still unsure? Talk to our counsellor in a free demo class.

Call or WhatsApp +91 99907 77206 for batch dates, fees and current offers.

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ABOUT SIFCORE · EST. 2024 · NOIDA

Bridging the gap between education and employment.

SifCore Institute was founded in 2024 in Noida by industry professionals who saw first-hand how talented graduates were struggling to get hired. So we built a 100% online training institute that focuses on practical skills, real outcomes and placement support.

OUR MISSION

To empower every learner with the skills, confidence, and connections needed to build a meaningful career.

OUR VISION

To become one of India's most trusted career training institutes, known for practical learning and real career results.

Practical Training
Hands-on projects with real-world challenges.

Industry Mentors
Learn from trainers with real industry experience.

Career Support
Resume help, mock interviews and interview opportunities.

ISO 9001 Certified | MSME Registered | NIDI Registered | 2311+ students trained | ★ 4.8 on Google

Book your free live demo class

Talk to our counsellor for batch dates, fees and current offers.

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CLASSES
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